



# COD Processing Update

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September 9, 2005

## *Direct Loan*

### COD News

**NEW!**

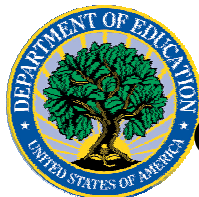
#### **Unlocking And Resetting COD Web Site Passwords (09/09/05)**

COD would like to remind COD Web site users that Security Administrators (COD Web site User Level 5) are able to unlock and reset passwords for the users (User Level 1-4) they established at their school or organization. However, if the Security Administrator needs his or her password unlocked or reset, the Security Administrator must contact the COD School Relations Center.

In order to unlock users, a Security Administrator should log in to the COD Web site, [www.cod.ed.gov](http://www.cod.ed.gov), and complete the following steps:

- Step 1: From the Welcome to Common Origination & Disbursement Web Site screen, click on the User tab on the blue bar at the top of the screen. The User Search screen displays.
- Step 2: Enter the search criteria for the user and click on the submit button at the bottom of the User Search screen. The Search Results screen displays and lists users that match the search criteria.
- Step 3: On the Search Results screen, select the name of the user that needs to be unlocked. The User Information screen displays.
- Step 4: Click on the Modify button at the bottom of the User Information screen. The Update User Profile screen displays.
- Step 5: The Locked Out box on the Update User Profile screen contains a checkmark. Click on the Locked Out box to remove the checkmark.
- Step 6: If a new temporary password is not needed, skip this item and go to Step 7. If a new temporary password is needed, enter the new temporary password in the New Password field. Then re-enter the new password in the Re-enter New Password field to confirm. The user will need to change this password to one of his or her choosing.
- Step 7: Click on the submit button at the bottom of the Update User Profile screen. The Update Your Profile screen displays.
- Step 8: On the Update Your Profile screen, click on the Submit button to confirm the updates made to the user's profile.

This information is also posted on the COD Web site in a document entitled "Unlocking And Resetting COD Web Site Passwords." To access the document *before* you log in to the Web site, click on the "[Click here if you are looking for more information on Common](#)



## Common Origination and Disbursement

# COD Processing Update

[Origination and Disbursement](#)” Link. To access the document *after* you log in to the Web site, click on the “Today’s Updates” link at the bottom of the page.

Schools can refer to the Electronic Announcement on the IFAP Web site, <http://www.ifap.ed.gov/eannouncements/0316UpdateCODWebsiteaccessforschools.html>, for information regarding COD Web site access. Third party servicers can refer to the Electronic Announcement on the IFAP Web site at <http://www.ifap.ed.gov/eannouncements/0316UpdatedCODWebsiteaccessforthirdpartyserver.html>.

### **End Of Federal Fiscal Year-Impact On Pell Grant And Direct Loan Funds Availability (09/06/05)**

September 30, 2005 marks the end of the Department of Education's 2005 Federal fiscal year. Some of the Department's core financial systems are on a modified processing schedule while the Department finalizes its processing and accounting for Fiscal Year 2005. Schools should refer to the Electronic Announcement that is posted on the IFAP Web site, <http://www.ifap.ed.gov/eannouncements/0906EndofFederalFY2005.html>, for details on how COD processing is affected and how this may impact school processing of Pell Grant and Direct Loan records during the days surrounding the September 30th date.

## **Reports and Data Requests**

### **NOTICES**

This section contains important notices regarding reports and/or data requests. While we encourage you to review this section, note that some schools may not be impacted by the information presented below.

### **Delay In Availability Of COD Web Site Reports [08/01/05 (Updated 08/02/05)]**

COD has identified an issue with generating reports on the COD Web site. Beginning July 28, 2005, reports have not been available on the COD Web site. Schools attempting to retrieve reports from the COD Web site receive the error message “Application Error.” This issue does not affect sending reports to schools’ SAIG mailboxes, and COD has sent all reports to schools’ SAIG mailboxes according to schedule.

On July 30, 2005, COD began restoring the report functionality on the web; however, COD is delayed in generating the majority of reports on the web. Continue to refer to this section of the COD Processing Update for a list of reports that become available. If your school needs a report that is usually available on the COD Web site but is currently not displayed, notify the COD School Relations Center via e-mail ([CODSupport@acs-inc.com](mailto:CODSupport@acs-inc.com)). In follow up, COD will send the report to your school via e-mail. In order for your request to be processed successfully, please include “Report Request” in the subject line of your e-mail and the following information in the body of your e-mail:

- School Name
- School ID
- E-mail Address



## Common Origination and Disbursement

# COD Processing Update

- 
- Report Name
  - Award Year
  - Report Date
  - Program (Pell Grant or Direct Loan)

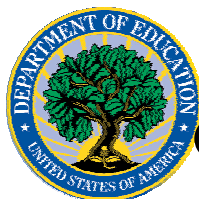
Note: For Funded Disbursement List requests, please include the Batch ID and dollar amount associated with the report.



Except as listed below, all Direct Loan reports and data requests are available as specified in Volume VIII, Section 8 of the 2004-2005 COD Technical Reference and Volume VI, Section 8 of the 2005-2006 COD Technical Reference posted on the IFAP Web site at [www.IFAP.ed.gov/](http://www.IFAP.ed.gov/). There are issues with the following Direct Loan reports and/or data requests:

- Direct Loan Rebuild File—

Schools in need of this file should contact the COD School Relations Center.  
[08/25/04 (Updated 07/12/05)]



# COD Processing Update

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## *Pell Grants*

### COD News

**NEW!**

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## Common Origination and Disbursement

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### **2004-2005 Pell Grant Processing Deadline Is September 30, 2005 (09/06/05)**

The deadline for electronically transmitting Pell Grant records for the 2004-2005 Award Year to the COD System is **Friday, September 30, 2005**. To meet this deadline, a school's transmissions must be completed by midnight (in its local time zone) on September 30, 2005. For additional information about the deadline, refer to the Electronic Announcement that is posted on the IFAP Web site, <http://www.ifap.ed.gov/eannouncements/0906PellProcDeadline.html>.

### **Pell Grant Year-To-Date Record [12/01/04 (Updated 07/14/05)]**

The Pell Grant Year-to-Date (YTD) record (PGYRxxOP) can be used to assist a school with its year-end and ongoing reconciliation processes. Due to a COD System issue that continues to affect the Pell Grant YTD record and that has taken longer than expected to resolve, we continue to caution schools not to use the YTD record for rebuilding a complete student record or Pell database until the issue is resolved.

The issue is as follows:

In some cases, when we process more than one disbursement transaction for the same disbursement number on the same day, the individual transactions **are currently not reflected in the YTD record and on the COD Web site**. Instead, one combined disbursement transaction is reflected with the correct disbursement amount, the correct disbursement date, and the highest disbursement sequence number.

**Note:** If a school encounters difficulty processing further disbursement activity through its software for a disbursement affected by this issue, the activity can be performed on the COD Web site.



## Common Origination and Disbursement

# COD Processing Update

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- School Name
- School ID
- E-mail Address
- Report Name
- Award Year
- Report Date
- Program (Pell Grant or Direct Loan)

Note: For Funded Disbursement List requests, please include the Batch ID and dollar amount associated with the report.

Keep in mind that the delay in generating COD Web site reports does not impact your ability to submit data requests via the COD Web site's Pell Data Requests screen.

#### ISSUES

Except as listed below, all Pell Grant reports and data requests are available as specified in Volume VIII, Section 8 of the 2004-2005 COD Technical Reference and Volume VI, Section 8 of the 2005-2006 COD Technical Reference posted on the IFAP Web site at [www.IFAP.ed.gov/](http://www.IFAP.ed.gov/). There are issues with the following Pell Grant reports and/or data requests:



## Common Origination and Disbursement

# COD Processing Update

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- Pell Year-to-Date (YTD) Records— For all award years, are being sent to schools' SAIG mailboxes (Message Class PGYRxxOP). The YTD record can be used to assist a school with its year-end and ongoing reconciliation processes. Until resolution of a current COD System issue affecting the YTD record, we caution a school not to use the current YTD record for rebuilding a complete student record or Pell database. See the “Pell Grant Year-To-Date Record” item in the COD News section of this document for an explanation of the issue. [10/05/04 (Updated 02/09/05)]

### **Resolved Issues In Clean Up**

COD has implemented code fixes for the issues listed below and is cleaning up the affected records. After a clean up has been completed, its status will be updated and it will remain in this section for an additional 7 calendar days.

<b><u>Issue</u></b>	<b><u>In Progress</u></b>	<b><u>Completed</u></b>
Pell Grant Information Not Updated In NSLDS	√	